

ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - February 11, 2021

Draft Approved -April 8, 2021

I. **CALL TO ORDER - 4:30pm**

II. **ROLL CALL**

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Brady Trustee Guzzo Trustee Barker Trustee Nero</p> <p><u>Visitors</u> None</p>	<p><u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Staffer Rice Deputy Clerk Richards HR Director Brainerd Communications Director McIntyre Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forsberg Police Chief Gunter Deputy Chief Gruen Fire Chief Riley</p>
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III. **PLEDGE OF ALLEGIANCE** - Due to this being a virtual meeting the pledge was waived.

IV. **OPEN FORUM** - None

V. **APPROVAL OF MINUTES** - January 14, 2021 Meeting of the Administration & Finance Committee - Trustee Barker made a motion to approve and Trustee Nero seconded the motion, all ayes.

VI. **NEW BUSINESS**

A. 100th Anniversary Update - Trustee Liddle & Mayor Gunter discussed the plans of the Lions Club & a Pow Wow Days combination event possibilities. Director McIntyre gave an update on all the virtual events that have begun. Details were covered from the Trivia Contest.

B. Abandoned Properties - Manager May reviewed the process for dealing with properties that have been abandoned and fallen into disrepair. The court process to take over the property and the problems that could ensue for property owners and the Village were discussed. The condominium on North

Cass that had a fire over two years ago and the issues that homeowners association has had with contractors, the management company, the multiple insurance companies trying to move forward with repairs. The possibility to move forward with eminent domain or other assistance that can be offered to the homeowners was reviewed.

- C. Vehicle Purchases** - The budget process covers the timeline with the purchase of vehicles. There are two dump trucks on tonight's agenda; the reason being the necessity based on age and condition of the trucks being replaced.

VII. REPORTS

A. Chairperson - nothing at this time.

B. Village Manager - Manager May reviewed the annexations that have occurred recently and the upcoming non-voluntary annexations. The various properties, community development directors, and the residential interest in the plans for incorporating multiple addresses. The attached map was reviewed: gray is incorporated lots, the white is unincorporated, blue is Darien and yellow is Willowbrook. Liberty Park is not in the plan, the homeowners are not at a point that there is large interest in voluntary annexation as of yet, the water main possibility is the factor that has some interest. The discussion of water main installation and the costs associated with moving forward to provide services to the 138 acres.

- Mayor Gunter stated that the towns have an agreement for the annexation of these properties.

- Manager May said that the annexations moving forward will be in April after the election. We cannot proceed close to the election date.

- Manager May discussed the transformation of the fire protection for the areas in question.

- Mayor Gunter stated that the Liberty Park area is having water issues and we would like to help them, the costs are going to be something that the residents in Liberty Park have to plan for in advance.

1. Manager May commented that the failure of the water utility will create an emergency situation.

- Mayor Gunter asked Deputy Chief Gruen how often the Westmont Police Department is asked to assist the Sheriff's office?

1. Deputy Gruen replied that the issue is common.

- Trustee Liddle asked if the census numbers have been released as of yet?
- Trustee Barker replied that the numbers are due out in July..
- Mayor Gunter asked if there was a formula that was used when only 70% response has been received?
- Trustee Barker replied that it was not something that had been covered.

VIII. MISC: Mayor Gunter asked Manager May to discuss the updates to Village Hall.

XI. ADJOURN - 5:25 p.m. (next meeting is scheduled for March 11, 2021) Trustee Barker made a motion to adjourn and Trustee Nero seconded the motion, all ayes.

Village of Westmont
Administration & Finance Committee
Staff Reports - 2021-02-11

Village Manager

- Voluntary Annexations
 - 356 65th Street (pre-annexation agreement) - completed
 - 455 Birchwood Ct. - tonight
 - 6303 Richmond Av. (new resident) - tonight
 - Balance of Birchwood Court - update
 - 409-419 63rd Street - Tentatively scheduled in two weeks
 - Liberty Park water main improvements - update
 - Involuntary Annexations
 - Unincorporated island north of 63rd/Western (6 properties)
 - Unincorporated island - Birchwood Court (5 properties)
 - Unincorporated island NW at 65th/Richmond (8 properties)
 - Unincorporated island south of 65th Richmond (8 properties)
 - Email standardization - W100 Footers
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Finance

- Customer Service
 - We have received many complaints from residents about the delayed pickup from Waste Management. Some have alleged that it has been 4 weeks since their recycling has been picked up. The issues seem to be due to a combination of weather, miscommunication, and driver error.
 - We have implemented the new ebill system which includes a PDF of the bill as an attachment. To make sure residents knew the bills from the new source were not a scam, we sent out a notification from the source we have been using letting them know to expect the new source for the bills. In the time between the notification and the ebill from our vendor, we received some questions, but those have largely died down since the e-bill has been sent from our vendor.
 - Now that our ebill system is in place, staff in Finance and Communications worked together to get a form on our website to allow citizens to sign up for ebill. For the last several months the only way residents could get onto our ebill system was to call us. Now they can use an online form.
 - Staffing
 - As Cindy has been moving into the role of Supervisor of Financial Services, our Accounting Specialist Natasha Buh has been picking up some of Cindy's previous duties in relation to Payroll. Board members who have questions about payroll can email payroll@westmont.il.gov as that will get to all of us who need to see it. The duties that Natasha had been performing previously, such as customer service in the Business Office and the centralized Account Receivable functions, are now being performed by a new temporary employee, Latrecia Moore.
 - Budget
 - Staff is working on preparing the draft budget. We think it likely that our annual Budget Workshop will be held on April 15.
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Clerk's Office

- 732 Business Licenses have been issued in the 2021 License Year. The Clerk's Office is continuing to reach out to businesses to make sure that they have updated their contact information.
- Vincitori's Restaurant Liquor and Business License have been issued.
- Moskova Caffe has been granted their Liquor and Business license and is working on finalizing things from the State of IL.
- The Candidate Proof for the April 2021 Election has been submitted to the County.
- Two individuals have filed with the County to be a write-in candidate for Village Trustee.
- 18 FOIA requests were filed in January 2021.

Communications

- **PIO Update**
 - Worked with Police about Cordia investigation and media inquiries
- **Website**
 - Continuing to work with Departments to update website pages & dropdown menus
 - Weekly updates to main page banners & slideshow
 - Continuing to work with Community Development on further updates
 - Trained 3 PW employees on making website updates
- **Press Releases**
 - 14 new press releases created & published in the last month
 - Prompt response to all COVID-19 items that need to be communicated to the public
- **Social Media Posts**
 - More than 30 social media posts in the month of January
- **Media Coverage**
 - Monitoring local social media posts to oversee accuracy, or lack thereof
 - Posted Police Press Release about Cordia investigation
- **Media Materials**
 - Neighbors Magazine - Feb/Mar issue complete
 - Updated & published new water bill info notices
 - Created regular updates for the digital bulletin boards
 - Completed Westmont E-Newsletter through Constant Contact - and more people signing up
- **Committees:**
 - Westmont First - Next meeting in March
 - Sister City - Events cancelled for this year, considering options for 2021
 - Public Information January meeting went well all departments shared current information
 - 100th Anniversary
 - Held meeting on February 4, 2021
 - Created, coordinated & promoted the 100th Anniversary Trivia Contest, over 140 people participating
 - Overseeing PW on acquiring flags for various community buildings
 - Promotion of 100th Anniversary history book sales
 - Completed 100th anniversary logo decal arrangements for village vehicles & buildings
 - Creating 100th anniversary universal email signature mark for all employees
 - Working with Bob Fleck to obtain 100th anniversary Beanie Babies
 - Continuing coordination of various 100th anniversary memorabilia items
 - Working with CUSD201 on the creation of a written history for the school district
 - 100th Anniversary banner to be put at Village Hall
- **Misc:**
 - Projects
 - Created/promoted Best Pet Contest. Have more than 30 submissions
 - Completed Communications internship with T99 student Anrea Salgado
 - Maintained TV images/graphics in the train station
 - Worked with Public Works to create historical presentation regarding stormwater management in Westmont from the 2013 flood to present
 - Created/promoted Police Pet Food Drive Press Release & social media posts
 - Created/promoted Westmont Chamber Citizen of the Year Press Release & social media
 - Created/promoted Park District Winter Beer Fest Press Release & social media
 - Working with Fire Dept and TV crew for Chicago Fire filming week of 2/15

Human Resources

- **Affordable Care Act (ACA)**
 - Information is being compiled to produce the federally required reporting forms for compliance with the Affordable Care Act (ACA), which relates to health insurance.
 - Forms must be submitted to the IRS by February 28 and distributed to employees by March 2.
- **COVID-19**

- The month of January began with a fair amount of COVID activity between COVID positive employees and fraudulent unemployment claims; but things do seem to be stabilizing and trending in the right direction.
- COVID-19 vaccination opportunities are of interest to some staff members, and we are gathering information to make notification to those employees who would like to be vaccinated should the Village receive a call regarding surplus doses that are available for municipal employees. *(NOTE: Since Fire and Police are in Phase 1A/B, interested employees have already begun the vaccination process.)*
- As we have done throughout the pandemic, staff continues to monitor the metrics and guidance from federal, state and local authorities and make adjustments to our policies, practices and protocols accordingly.
- **Health & Wellness**
 - The new health and wellness program with Empower Health Services was successfully deployed to staff on February 2, 2021. Feedback from staff thus far indicates a positive reception to the new program.
 - The first event under the new Empower program, which is the health screening, is scheduled for Wednesday, February 24 at Village Hall. COVID protocols will be observed and enforced for the safety of all involved.
- **Recruitment**
 - Open Positions
 - Finance - We have a candidate in the background investigation process for the Supervisor of Accounting Services position, which is a result of Ruth Olsson's transfer to the Police Dept.
 - Public Works - Interviews for the available Mechanic position are scheduled for Friday, February 26.
 - New Hires
 - Joseph Schultz - Code Enforcement Officer - 02/01/2021
 - Retirement/Resignations/Separations
 - None reported as of 02/10/2021

Information Technology

- No Report

Liquor Commission

The following is a brief summary of my activities for January 2021

- Met with the new owner of Vincitori Restaurant and later completed his background review. His liquor license was approved by the village board and the Liquor Commissioner pending final approval from the Fire Dept.
- Met with owner of BP Amoco on 55th Street to review their recent sale of tobacco to a minor alleged violation. He was directed to our Special Prosecutor and he could appear at the tobacco violation hearing to express his views to the mayor.
- Held a video conference with the current owner of Clique and his plans for the future. He is bringing on a partner and the new name of the restaurant will be El Defin Bar & Grill. They will share ownership 50/50. The restaurant will be a seafood restaurant with a Mexican flair and with some Mexican dishes being available as well. A background check has begun and will be completed in February.
- Completed background review on an Code Enforcement Officer position.
- Prepared documents and addressed questions on sale of tobacco violations that occurred in December 2020. The hearing for these alleged violations will take place on Feb. 11, 2021.

- Addressed questions from Prestige Liquors on obtaining video gaming at their business. Due to many requirements and the fact that several elected officials are not in favor of gaming at this type of location, they decided they will no longer consider gaming at their business.
- Participated in meetings with the Mayor and Village Attorney on various issues.
- Participated in a video meeting with the Mayor and Director Sylvester on the issue of temporary and permanent outdoor seating areas in 2021. A letter was drafted and will be sent to Westmont businesses advising them of what they will need to do for either a temporary or permanent area if that is their desire.
- Attended the video Admin Finance Committee meeting. I also attended a village board meeting to present the liquor license application for Vincitori's 14 N. Cass Avenue.